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Book	Policy Manual
Section	9000 - ByLaws
Title	Secretary of the Board
Code	9123
Status	Active
Adopted	November 18, 1997
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Prior Revised Dates	10/15/2019

SECRETARY OF THE BOARD

A member of the Colchester Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary of the Board of Education shall:

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. With prior approval from the Board Chair and Superintendent, attend to the official correspondence of the Board including 1) managing, and responding to relevant communications addressed to the board; 2) assisting in drafting board statements; and 3) maintaining accurate records of correspondence for posting during public meetings as "communications."
3. Act as signatory for the Board of Education on official documents.

The Board of Education may prescribe additional duties for the Secretary.

Legal	10-218 Officer. Meetings. 10-225 Salaries of secretary and attendance officers. 10-224 Duties of Secretary
Cross References	9020 - Public Statements